

**Baltimore County Department of Planning**  
**Architect-on-Call Program**  
**REQUEST FOR SERVICES**

The Architect-on-Call program considers requests for services from owners of commercial properties located within Baltimore County Commercial Revitalization Districts. The program offers up to ten (10) free hours of professional architectural design services for exterior improvements to their buildings. After an initial site visit and meeting, the architect prepares a digital rendering of the building with design recommendations and a rough cost estimate. This service is free when improvements are certified as complete within six months.

Improvements considered for the Architect-on-Call program:

- Façade
- Landscaping
- Signage/Awnings
- Parking lot
- Exterior lighting
- Windows/Doors

Improvements not considered for the Architect-on-Call program:

- Interior
- Mechanical/Systems

<b>PROPERTY ADDRESS</b> Number, Street, Town, State, Zip   Tax Parcel #:  How did you hear about the Architect-on-Call Program?	
<b>BUSINESS NAME</b>  Contact Name:  Business Address:  Mailing Address:  Telephone:  Email Address:  Is this business part of a franchise?	Yes ____ No ____

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<p><b>PROPERTY OWNER'S NAME</b></p> <p>Mailing Address:</p> <p>Telephone:</p> <p>Email Address:</p> <p>Taxes:</p>	          <p>Are taxes currently owed to Baltimore County? (check one) Yes _____ No _____</p>
<p><b>CONSTRUCTION</b></p> <p>In order to review your project comprehensively, please include all planned improvements, even those that may apply to the interior.</p> <p>Improvement Type: <u>circle all that apply</u></p>          <p>Written description of proposed work: (may provide in attachment if more space is needed)</p>          <p><b>NOTE:</b> If your property is located within a Baltimore County <u>Design Review Panel</u> area, any proposed changes to your property may need additional Department of Planning review. This will be discussed during the initial meeting on-site with the architect.</p>	<p>(Anticipated construction date) _____</p>          <p>           Façade            Landscaping            Signage/Awnings            Parking lot            Exterior lighting            Windows/Doors            Interior            Mechanical Systems            Other: _____         </p>

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Estimated Project Budget:	Façade: \$ _____ Landscaping: \$ _____ Signage/Awnings: \$ _____ Parking lot: \$ _____ Exterior lighting: \$ _____ Windows/Doors: \$ _____ Interior: \$ _____ Mechanical systems: \$ _____ Other: \$ _____  <b>TOTAL:</b> \$ _____	
Describe other funding being sought:		
<b>ACKNOWLEDGEMENT</b>	<p>I hereby certify that all of the information provided above is true and correct to the best of my knowledge and belief. By signing below, I certify that I have read and understand, and shall remain in compliance with, the Baltimore County Architect on Call Program and agrees:</p> <ol style="list-style-type: none"> <li>1. To meet with the designated Architect on Call, and within fourteen (14) business days provide guidelines and/or priorities.</li> <li>2. To make improvement(s) based on the Architect's recommendations within six (6) months of design completion.</li> <li>3. To reimburse the County for payments made to the Architect for the Architect's time and reimbursable expenses should improvements, as agreed upon by the applicant, Baltimore County and the Architect, not commence within six (6) months from design completion; total costs will not exceed \$1,500.00 and reimbursement will be due and payable on the first day after the sixth month period. It is understood that a reasonable amount of time will be provided to complete construction of the intended improvements.</li> </ol>	

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<b>APPLICANT NAME</b>	<div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 10px;"></div> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 10px;"></div> <div style="border-bottom: 1px solid black; height: 20px;"></div>
<b>SUPPORTING INFORMATION</b>	<p>Note any attachments that are included:</p> <div style="height: 50px;"></div>
<b>SUBMIT TO:</b>	<p>Send completed Request for Services to: Baltimore County Department of Planning Architect on Call Program Jefferson Building 105 West Chesapeake Avenue, Suite 101 Towson, Maryland 21204</p> <p>Fax: 410.887.5862</p> <p>If you have questions, please contact: Amy Mantay 410.887.3480 <a href="mailto:atmantay@baltimorecountymd.gov">atmantay@baltimorecountymd.gov</a></p>

FOR STAFF USE ONLY	
<b>Date Received:</b>	
<b>Project number:</b>	
<b>Sector &amp; Planner:</b>	
<b>CR District:</b>	
<b>DRP Area:</b>	
<b>Zoning:</b>	
<b>BILP application:</b>	

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**Architect-on-Call Program Process**

**Step #1>>>> APPLY**

Submit completed Architect-on-Call Request for Services application to the program coordinator in the Baltimore County Department of Planning.

**Step #2 >>>> MEET WITH ARCHITECT**

AOC Program Coordinator reviews application and if it meets the program criteria, will set up a meeting with the property owner and architect, usually within fourteen (14) days of application review. Meeting on-site with property owner, architect, AOC Program Coordinator, and area planner to discuss improvements to the property.

NOTE: If your property is located within a Baltimore County Design Review Panel area, any proposed changes to your property may need additional Department of Planning review. This will be discussed during the initial meeting on-site with the architect.

**Step #3 >>>> PROJECT DEVELOPMENT**

Architect develops preliminary renderings and preliminary Scope of Work outline. These documents are sent to the AOC Program Coordinator and then are, in turn, presented to the property owner for initial feedback.

**Step #4 >>>> PROJECT REVISIONS (if needed)**

Based on any feedback from property owner or AOC Program Coordinator, the Architect revises recommendations and produces the final AOC proposal containing:

- Before & after renderings
- Scope of Work
- Cost Estimate

**Step #5 >>>> PROJECT FINANCING**

Property owner may be eligible for a low or no-interest loan by applying to Baltimore County's Building Improvement Loan Program (BILP), which can be used for exterior improvements to properties within Commercial Revitalization Districts. For large projects, this loan could be combined with the Commercial Revitalization Tax Credit. The Tax Credit provides a five or ten-year real property tax credit if improvements increase the assessed property value by \$100,000 or more.

**Step #6 >>>> CONSTRUCTION**

Property owner makes improvements based on the Architect's recommendations within six (6) months of receiving final AOC proposal.